

# Olympia Heritage Commission (OHC) – 2018 Work Plan

The Olympia Heritage Commission (OHC) proposes to meet ten (10 times in the 2018-19 cycle, on the fourth Wednesday of the following months: April, May, June, August, September, October, and November of 2018 and January, February and March of 2019. Subcommittee meetings and special meetings held as needed.

**Professional Staff Liaison to the Heritage Commission:** Michelle Sadlier

## Section 1: Policy and Program Recommendations to City Council

OHC recommendations are forwarded to the full Council as part of the staff report for relevant Council agenda items.  
Estimated Percent of Overall Commission Effort: **20%**

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>1.a. Promote &amp; Oversee Olympia Heritage Register</b>  <b>Proposed Work:</b> <i>Promote and provide guidance on applications to place individual properties and historic districts on Register; review applications and conduct public hearings on proposed additions; review integrity standards and periods of significance for designation of properties for proposed historic districts.</i>  <b>Deliverable:</b> <i>Recommendations to City Council; plaques for individually listed properties; accurate Register</i>	OHC: Public hearings at regularly-scheduled meetings  Heritage Review Committee: 3-9 hours  Policy, Ordinance & Guidance Committee: formed as needed	CP&D Staff:  Individual property application: 20-50 hours  Historic district application: 250+ hours**  Database maintenance: 100+ hours	As needed	Individual property application: Included in base budget  **Historic district application: TBD. If an application is submitted, it is not included in base budget. Grant funding may be sought for Downtown survey to support Downtown Strategy

OHC Standing Committees: Heritage Review | Outreach | Policy, Ordinance & Guidance

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<b>1.b. Review and Recommend Revisions to Heritage Related City Code</b>  <b>Proposed Work:</b> <i>Review existing City ordinances and municipal code relevant to historic properties to identify areas for potential code improvements; with staff support, review and make recommendations on OMC 18.12 (Historic Preservation) and OMC 3.60 (Special Valuation).</i>  <b>Deliverable:</b> <i>Recommendations to City Council; code revisions</i>	OHC: 9 hours  Policy, Ordinance & Guidance Committee: 60 hours  Olympia Planning Commission: 4 hours	CP&D Staff: 100 hours  Legal Staff: 10 hours	January – December	Included in base budget
<b>1.c. Evaluate Special Valuation Applications</b>  <b>Proposed Work:</b> <i>Review applications submitted to the City of Olympia via the Thurston County Assessor; make recommendation to City Council for approval or denial of application; monitor properties currently on the program.</i>  <b>Deliverable:</b> <i>Recommendations to City Council; ongoing monitoring</i>	OHC: Review at regularly-scheduled OHC meeting  Heritage Review Committee: 3-9 hours	CP&D Staff: 30-90 hours  Legal Staff: 10-30 hours	As needed, 1 to 3 per year	Included in base budget

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<p><b>1.d. Nominate Historic Preservation Award Recipient(s)</b></p> <p><b>Proposed Work:</b>  <i>Nominate award recipient(s) to recognize local excellence in historic preservation to be presented by City Council; Committee to make recommendations on process improvements</i></p> <p><b>Deliverable:</b>  <i>Recommendation to City Council; Preservation Award Certificate(s) for presentation at City Council meeting</i></p>	<p>OHC: 5 hours</p> <p>Outreach Committee: 0-10 hours</p>	<p>CP&amp;D Staff: 10 hours</p> <p>Communications Staff: 10-20 hours</p>	<p>June – December; ad hoc Committee meetings if needed</p>	<p>Included in base budget</p>

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## Section 2: Policy and Program Recommendations to City Staff

OHC recommendations are forwarded to City staff to guide regulatory decisions on land use and building permits as well as other planning efforts.  
Estimated Percent of Overall Commission Effort: 40%

Title Description End Product	Committee Lead & Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.a. Conduct Heritage Review for Building Permit Applications for Register and Historic District Properties</b>  <b>Proposed Work:</b> <i>Review and provide recommendations for building permit applications for Register and historic district properties; conduct pre-submission advice meetings with potential applicants</i>  <b>Deliverable:</b> <i>Recommendations to Building Official; public education and outreach</i>	Heritage Review Committee: 12-24 hours	CP&D Staff: 36-72 hours	January – December, 1-2 Committee meetings per month	Included in base budget
<b>2.b. Develop Public Guidance for Heritage Review and Best Practices in Historic Preservation</b>  <b>Proposed Work:</b> <i>Starting with window and door replacement, develop framework and user-friendly materials to inform and guide maintenance, preservation, and rehabilitation of designated historic properties; consider applying for CLG grant to fund consultant.</i>  <b>Deliverable:</b> <i>Guidance publications &amp; summary handouts</i>	OHC: 3 hours  Policy, Ordinance & Guidance Committee: 30 hours	CP&D Staff: 100 hours	Schedule: January – December, ad hoc Committee meetings	Initial work included in base budget; possible grant funding for larger scope

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